

# Learning Adventures

## PRESCHOOL

# Handbook

**Welcome to Preschool at Calgary Christian School!**

### Our Mission

Our mission is to continuously expand each child's innate gifts, to encourage their curiosity, knowledge, skills and creativity through an educationally designed play approach to learning.

We believe in a strong Christian based environment where love, support, respect and service are the foundation for our program. With this strong foundation we can nurture and help each child to develop socially, emotionally, physically, intellectually and spiritually.

**Calgary Christian School**

Operated by the Calgary Society for Christian Education

403.242.2896

[www.calgarychristianschool.com](http://www.calgarychristianschool.com)

## Preschool Program

The Preschool program at Calgary Christian is based on the following goals:

- Developing confidence
- Developing creative talents and skills
- Learning to socialize and develop friendships
- Creating an atmosphere of discovery and learning
- Encouraging curiosity
- Improving and developing physical coordination
- Growing in awareness as a child of God

In the Preschool, the children will experience a wide range of activities throughout the year. The variety is offered in a discovery-based learning atmosphere to honour the child's inclination to learn and play.

During the course of the program, the children may participate in the following activities:

- Play centres focused on different activities or themes such as: trains, building, home, dress up, reading, puzzles, computer, etc.
- Circle/sharing time
- Story time including Bible stories
- Prayers
- Special activities focused on themes like holidays, seasons, families, celebrations etc.
- Crafts
- Songs and rhymes
- Gym time
- Show and Tell
- Math-based activities such as separation, grouping, sorting etc.
- Calendar and weather activities

Many learning outcomes come about naturally as a result of the play value of the activities, rather than an intentional directive to master a task; some specific outcomes may include:

- Letter recognition
- Number recognition to 10
- Gross and fine motor skills development
- Math readiness skills
- Reading readiness skills
- Music skills
- Computer skills
- Problem solving skills
- Social awareness and development of skills

## Classroom Policies

### School Term

The Preschool program will hold classes from September to June. Holiday closures will be advertised in monthly newsletters.

### Clothing Requirements

Children should be dressed in comfortable, washable clothing. We require children to have comfortable indoor shoes with socks at all times in the classroom.

### Attendance/Lates

Attendance verification is a very important part of our school routine in order to help keep your child safe. Should your child be away from school for any reason, or if you expect to be late for class, we ask that you call the Elementary Campus office at 403.242.2896 or the Preschool directly at extension 358.

### Drop off and Pick up

Please bring your child directly to the teacher and pick up your child directly from the teacher. Please notify the teacher and school immediately if anyone other than yourself or the designated person indicated on your registration form is dropping off or picking up your child. Children should be dropped off no more than 5 minutes before the program starts and picked up on time, no later than 5 minutes after the programs ends. **In the event that you might be late in picking up your child please call the office at 403.242.2896** or the Preschool directly at **extension 358** to notify the Preschool and arrangements will be made for the teacher to remain with your child until you arrive.

## Classroom Policies continued...

### Discipline Policy

CCS Learning Adventures has an expectation of mutual respect and consideration between all parties. The children will be treated with kindness, respect and love and that behaviour will be encouraged between students and staff. Should a problem arise between students, a staff member will try to help guide the children involved into resolving the situation amicably. Our goal is to help children learn to ask and express their wants and needs appropriately. If a child's behaviour is inappropriate, a staff member will speak to the child and explain why their behavior is not acceptable and then help redirect the child to another activity. The Preschool's philosophy includes helping children in a loving, gentle way to become more responsible for their actions and decisions.

### Parent Participation/Volunteering

Your participation in our classroom is very valuable to us, but especially important to your child. We invite you to volunteer in the classroom on a regular basis; teachers will provide calendars and opportunities to be involved. Please note: for their own safety and care, siblings may not attend on parent volunteer days. Volunteers must have a current Calgary Police Services and Social Services Child Intervention Check on file; forms and information available from Preschool staff.

The involvement of parents is vital to a child's educational experience and we encourage you to stay actively involved through regular communication with staff, volunteering and participation in Calgary Christian School events.

### Show and Tell

Show and Tell is a very important part of our program, and each child is encouraged to participate. This is a valuable chance for each child to practice public speaking and develop confidence in themselves. We also use this opportunity to practice listening skills and encourage children to ask questions. Teachers will inform parents of the schedule for each child.

### Snack Policy

Calgary Christian School is a NUT-FREE school. Please do not send any products containing nuts or traces of nuts as we have several students and staff members that are affected by severe allergies to these products. Families are asked to provide a snack for their child for each class, in child-friendly portions and containers. We strongly encourage healthy choices such as crackers, fruit, vegetables, cheese, etc.

### Birthdays

You may bring a store-bought snack or treat to the classroom to celebrate your child's birthday if you wish. Please inform the teacher and be aware the school is always a nut free environment, and that candles are not allowed in the classroom.

### Allergies

It is essential that the teachers be aware of any medical concerns or allergies of the children in their care; please be sure that the medical information section of the registration form is accurate and complete. If there are concerns that affect the other students, teachers will include that information in classroom newsletters.

### Withdrawal Policy

Notice to withdraw a student must be received in writing with 30 days notice prior to the first day of the month, in order that the program fee for the month will not be charged. (For example: to withdraw January 31, notice must be received by December 31)

## Health and Safety

### Communicable Disease and Illnesses

When children are ill, it is expected that they will not attend Preschool for the well being of both themselves and others. Please contact the school office as early as possible if your child will not be attending classes or if your child has contracted a communicable illness such as chicken pox or measles.

For the safety, health and happiness of all children in the program, it is the policy of the Preschool that the following illnesses require a child to stay home from school:

Runny Nose	Return to school when runny nose secretions have abated
Vomiting	Return to school when there has been no vomiting in the past 24 hours
Diarrhea	Return to school when there has been no diarrhea in the past 24 hours
Chicken Pox	Return to school when scabs are dry and at least 72 hours have elapsed since the last appearance
Pink Eye	Return to school when ALL symptoms (red eye discharge) have cleared
Fifth's Disease (Parvo 19 virus, "Slapped Cheek")	Return to school when rash is gone or 14 days from the onset of rash
Lice	Return to school after the second shampoo has been administered and all nits are gone (a minimum of two weeks)

## **Health and Safety continued...**

### **Injury Policy**

The teachers and the aides all have First Aid Certificates and will treat any minor injury. Parents will be notified at the end of class, and a record of the injury will be recorded and kept on file. In the event of a more serious injury, the normal emergency school procedures will follow: contacting emergency services as required, and contacting parents.

### **Security**

Classroom doors are locked at all times to ensure the safety of all students. Included on the registration form is information on designated adults who are authorized to pick up your child from Preschool, please ensure this information is accurate and complete throughout the year; identification may be required.

Fire Drills and Lock Down Drills are conducted in conjunction with the Elementary Campus. We will endeavor to inform you in advance when at all possible, and the children will be prepared in an appropriate manner by staff.

In the event of an emergency situation, students will be evacuated to Emmanuel Christian Reformed Church, 3020 51 Street SW (adjacent to the school parking lot), and parents will be notified as soon as possible.

## **Communication and Program Fees**

### **Monthly Newsletters/Directory**

The Preschool newsletter is your vital link to the daily/monthly happenings in our school. Please take the opportunity to read it and make note of theme(s), activities, upcoming events and holidays. Please note that Preschool families are also included in a CCS Parent Directory each year with classroom and contact information for our community.

Please feel free to contact us at any time for information regarding Calgary Christian School or the Preschool program. We look forward to an exciting beginning of your child's educational journey!

### **Program Fee**

The fee for the Preschool program is calculated based on the full 10 month school year and a monthly payment schedule is available. The registration fee and deposit are due at the time of registration. Payment in full, or post-dated payments for the balance of the fee can be scheduled arranged through the Business Office. Please be aware that Preschool fees can be claimed as childcare on your income tax return.

**It is imperative that we have accurate contact information for your family at all times, including emergency contacts.**

### **Contact Information**

Phone: 403.242.2896 ext. 358

Address: 2839 49 Street SW T3E 3X9

Website: [www.CalgaryChristianSchool.com](http://www.CalgaryChristianSchool.com)

Email: Susan Ohman, Director: [sohman@calgarychristianschool.com](mailto:sohman@calgarychristianschool.com)

Admissions Coordinator: Teena McAuley ext. 312 [admissions@calgarychristianschool.com](mailto:admissions@calgarychristianschool.com)